

Yellowstone Historic Center

Seasonal Employment Application

Yellowstone Historic Center is an equal opportunity employer.

Located in West Yellowstone, Montana. Visit www.yellowstonehistoriccenter.org/.

General

Last Name	First	Middle	Date
Street Address			Telephone ()
City			
State, Zip			Wage Expectations: (Indicate minimum you will consider)
Dates available for work? From: _____ To: _____			Will you consider only full-time or only part-time or either?
Current Valid Driver's License	YES	NO	State: _____ Driver License # _____ Type: _____ Expiration Date: _____

Position(s) applied for

Education

School Name	Location of School	Course of Study	No. of Years Completed	Did you Graduate ?	Degree or Diploma

Employment Start with your most recent position first.

Company Name	Telephone ()
Address (include Street/Mailing address, City, State, Zip Code)	Employed (month and year) From: To:
	May we contact this employer?
Name of Supervisor	Salary Start: End:
Duties associated with this position	Job Title:
Reason for Leaving	

Company Name	Telephone ()
Address (include Street/Mailing address, City, State, Zip Code)	Employed (month and year) From: To:
	May we contact this employer?
Name of Supervisor	Salary Start: End:
Duties associated with this position	Job Title:
Reason for Leaving	

Company Name	Telephone ()
Address (include Street/Mailing address, City, State, Zip Code)	Employed (month and year) From: To:
	May we contact this employer?
Name of Supervisor	Salary Start: End:
Duties associated with this position	Job Title:
Reason for Leaving	

Attach additional pages for further employment information formatted in the same manner as above. A résumé may be substituted IF it provides the information requested above.

Supplemental

List any additional information that supports your qualifications; include any special skills, abilities, memberships and the reason why you would like to work for the Yellowstone Historic Center.

--

References

Please list three business/work references who are not related to you and are not previous supervisors. If not applicable, please list three school or personal references that are not related to you.

Name/Profession	Telephone Number	Association

Information Verification and Reference Check Authorization

I hereby authorize any and all listed references, former schools, employers, and their agents and employees to answer all questions or release information regarding my employment or educational experiences with them. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I verify that the information I have provided in this application is true, correct and complete to the best of my ability. If employed, any misstatement or omission of fact on this application may result in my dismissal. A reference and background check may be performed by Yellowstone Historic Center before or after an offer for employment has been made.

Background Check

Have you ever been convicted of a crime other than misdemeanor traffic violations? _____

If the answer is yes, please describe the crime(s), date(s) of conviction, and the sentence(s) you received.

--

The undersigned applicant for employment with the Yellowstone Historic Center voluntarily consents to a criminal history background check. If hired, the applicant consents to further background checks as may be necessary for the protection of YHC, its employees and agents, and customers.

Signature	Date
-----------	------

Please return completed application to info@yellowstonehistoriccenter.org .

**JOB DESCRIPTION
YELLOWSTONE HISTORIC CENTER
VISITOR SERVICES STAFF**

The Visitor Services Staff position is responsible for duties associated with daily museum operations including specific duties listed below. In addition there may be unspecified duties which may be established by the Museum Supervisor and/or YHC Manager.

PRIMARY FUNCTIONS

- A. Responsible for greeting museum patrons
- B. Assisting museum patrons with local information and directions
- C. Operating the point-of-sale for admissions and gift shop sales
- D. Restocking the gift shop
- E. Performing general museum cleaning and exhibit cleaning
- F. Museum opening and/or closing procedures for the museum
- G. Completing museum documents required as part of the routine day to day operations of the museum
- H. Assisting museum patrons with exhibit interpretation
- I. Providing historical information about Yellowstone National Park, West Yellowstone, and the Union Pacific Railroad as it relates to West Yellowstone and the park(material provided)
- J. Presenting interpretive programs such as the museums daily walking tour of the historic district

QUALIFICATIONS

Education:

- A. High School or G.E.D. desired. Must be at least 16 years of age.
- B. A general knowledge of local area history and geography is preferred

Experience:

- C. Some experience working with the public strongly desired.
- D. Applicant must have good verbal and written communication skills.
- E. Applicant should have 3-6 months experience handling cash and operating a cash register in a customer service environment preferred.
- F. Applicant must be customer service driven & willing to put the YHC's customer first.
- G. Applicant must be able to use a standard computer keyboard and should possess a general knowledge of point-of-sale systems
- H. Applicant should have functional knowledge of office equipment such as printers and electronic credit card account verification systems

General:

- I. Interpersonal skills to work as an integral part of a team
- J. Maturity of judgment and behavior

TERMS OF EMPLOYMENT

The Visitor Service Staff position is an hourly paid position, beginning no earlier than the second week of May and ending no later than the second week of October. The work hours during the week will be flexible but will not exceed 40 hours per week. Actual hours will be determined based on operational and supervisory requirements. The hourly wage level for this position will be determined based on the applicants experience level and assigned duties.

The Museum Supervisor and/or the YHC Manager will perform periodic reviews with each staff member to evaluate performance related to job functions.

The Visitor Services Staff position will report to the Museum Supervisor.

All employment is subject to budget availability.